



JOB POSTING

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PARALEGAL, CIVIL RIGHTS AND EMPLOYMENT LITIGATION SECTION

Provides paralegal support to attorneys in the Civil Rights and Employment Litigation Section. Assigned to two or more attorneys. Reports to Section Chief. Principal duties include:

Duties:

- Assist in the discovery phase of litigation. Process discovery requests directed to clients and prepare interrogatories, discovery requests and subpoenas; contact clients or liaisons to obtain documents and responses to discovery; keep track of due dates and prepare discovery-related motions.
- Identify, collect and prepare evidentiary materials in support of motions for summary judgment or habeas corpus responses, including affidavits and documentary evidence, at the direction of the assigned attorney. Legal research if requested.
- Assist in trial preparation, as required.
- Provide administrative support to attorneys in the Civil Rights and Employment Litigation Section, as needed and assigned by supervising attorney or Section Chief.
- Answer telephones; type and copy correspondence, pleadings, and legal documents for filing in state or federal courts; docket pleadings and other documents; maintain calendars of attorney due dates; open and close cases; maintain files; and obtain case information upon request from court personnel and opposing counsel.
- Other duties and projects as assigned by the supervising attorney or Section Chief.

Skills:

- Paralegal degree or equivalent work experience.
- Strong legal research and writing skills.
- Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, and various case management tools.
- Good client relations skills, including ability to work with clients to obtain information in a timely manner.
- Pleasant telephone demeanor, as clients and opposing counsel must frequently be contacted by phone.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.

- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required. Strong organizational skills required.
- Awareness of ethical concerns, including need for confidentiality.